

LIBRARY HANDBOOK



BACHELOR OF LABOUR EDUCATION (BLE) DEGREE

DIPLOMA IN LABOR EDUCATION PROGRAM

INSTITUTE OF HUMAN RESOURCE ADVANCEMENT

UNIVERSITY OF COLOMBO

2020

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1.6.5. Returning of Library Cards

Final year students should return all library cards after completion of their examination and should obtain a “ Dues meats in their record books.

Certificates will not be issued without this statement.

1.6.6. Library Fines

Library books which are borrowed must be returned within two weeks. (During exam period it must be returned within **two days**) Any student failing to return books on the given date must pay a fine.(See p.08)

1.6.7. General Rules

- Silence should be observed in the library.
- Seats in the Library may not be reserved by anyone.
- Readers may remove any book they require from the shelves for use within the Library.
- Readers should not replace any books on the shelves but keep them in the reading area for library staff to reshelve.
- No bags, cases, parcels or umbrellas should be brought into the Library.
- Smoking, consumption of food and drink and the use of matches or open flame are forbidden in all parts of the Library.
- Bottles of Ink should not be brought into the Library.
- The library will not accept any correspondence or telephone calls on behalf of readers.
- Using mobile phones within the library premises is prohibited.
- Bringing bags, umbrellas, water bottles, external and personal books, printed materials, audio and video instruments, camera, laptops, tabs and mobile phones to the library is totally prohibited.

THE LIBRARY

1.1. Introduction

The library services of the Institute of Human Resource Advancement are provided at IHRA Building. Earlier the library services were provided at College House premises from 1975 to 2002, and at the Faculty of Education Premises from 2003 to 2017. In 2018 the library was shifted to IHRA building.

As an integral component of the academic programs, the library supports the institute's teaching and research connected to the Bachelors Degree of Human Resource Advancement programs and postgraduate programs such as Human Resource Management and Service Management.

1.1.2. Reading Area

Books in the library are on open access and you are allowed to go to the racks and choose the books you need. But you must remember that this privilege carry with its certain responsibilities. You must handle the books with care and not misplace them on the shelves. If you do not find the book you want, seek assistance from the library staff.

1.1.3. Opening Hours

Weekdays	-	9.30 am	to	5.00 pm
(During vacations	-	9.00 am	to	4.00 pm

1.6. Rules and Regulations

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1.6.1. Damage to and loss of Library Books

Marking and defacing of books is strictly forbidden. You should report any marks or damage to books before they are removed

from the library. In the absence of such a report the books will be presumed to have been in good condition when loaned and the borrower will be held responsible and fined for any damage observed at the time the book is returned.

The borrower is liable to pay the full cost of replacement of a book plus 25% of that amount as departmental charges if it is damaged and any other fee that the Librarian thinks fit to impose.

Loss of book should be reported immediately to the library staff. If the book is not found returned after two weeks, the borrower shall pay for its replacement.

1.6.2. Library Cards

Library cards cannot be transferred. It is the responsibility of the student to protect his/her card.

1.6.3. Damage and Loss of Library Cards

Marking and defacing of the library card is strictly forbidden. In case of damage or loss of library card the owner of the card should report in writing to the Librarian without delay. If it is not found within two weeks, a duplicate of the card will be issued. The owner will be charged Rs.35/- for each duplicate

1.6.4. Renewal of Library Cards

A student must renew his/her library cards at the end of each academic year.

1.5. PHOTOCOPYING SERVICE

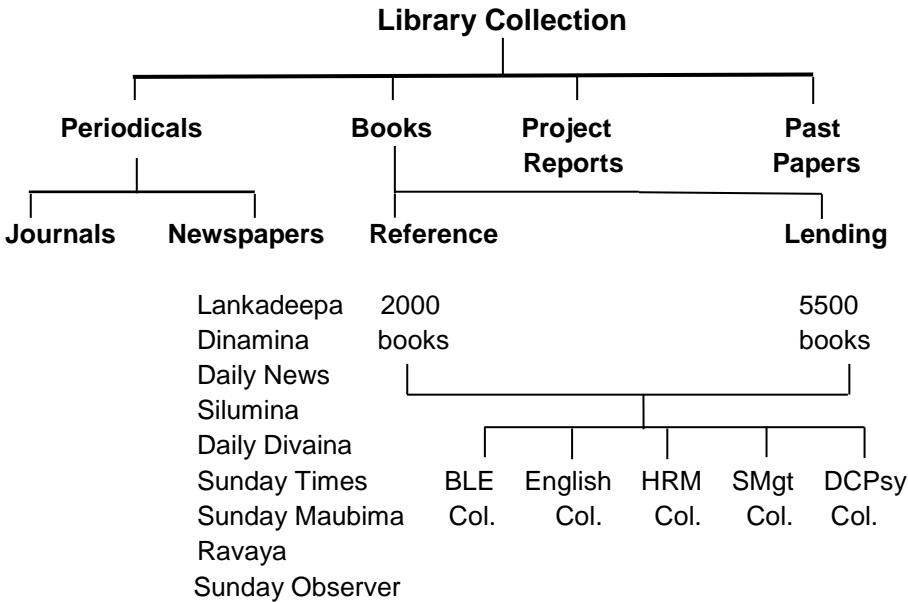
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The Library provides a photocopying service at a nominal fee. The rates are as follows at present and may be subjected to change in future.

subjects. There are Two special collections for HRM and SMgt courses.

Size of Paper	One Side	Both Sides
A-4	3.00	4.00
Legal	3.00	4.00
B-4	3.50	4.50

LECTURE NOTES WILL NOT BE ACCEPTED FOR PHOTOCOPYING.



1.2. Library Collection

It mainly contains periodicals and Books which are relevant for the Bachelors Degree of Labor Education and Post Graduate programs, In addition to that there are about five thousand books related to Sinhala and English Literature and various other

1.3. Organization of Collections

1.3.1. Catalogues

(a) Card Catalogues

There are two types of card catalogues
 (1) Author / Title catalogue

(2) Classified catalogue

The Author / Title catalogue provides access to the library collection from author name or title. These are arranged alphabetically.

Class catalogue enables to locate books relevant to a particular subject area.

Sample catalogue cards

658.001 (1)	
C54	COLE, G. A. (2) (2)Management Theory and Practice (3) / G. A. Cole (4)- London (5) : Thomson (6), 2005 (7) 481 p.(4)

- (1) Class number
- (2) Main Heading
- (3) Title
- (4) Author
- (5) Place of Publication
- (6) Name of publisher
- (7) Year of publication
- (8) Pagination

1.4. Circulation

Eligibility to use the Library

1.4.1. Staff

Membership is open to the following categories of staff of IHRA

- Academic and non academic staff of IHRA
- Coordinators IHRA

- Visiting Lecturers of IHRA who have the Membership (Membership fee Rs :)

1.4.2. Students

Students who have registered to follow the Bachelors Degree of Labor Education, or some of the selected HRM and Smtg programs. They will have 02 library cards. (Under Special Circumstances the Librarian may permit applicants of other categories to use the library.) HRM and Smtg students can use HRM and Smtg collections **only**.

1.4.3. Lending

Apart from permanent Reference books, News papers, Journals and project reports all other library material can be borrowed by readers. Past papers can be borrowed on Wednesday & Friday. They must be returned on following Monday.

Library Fines for the books.

BLE students	Rs. 10.00 (Per day)
Postgraduate students	
Staff	

- 700
- 710
- 720
- 730
- 740
- 750
- 760

- **The Arts**
- Civic & landscape art
- Architecture
- Plastic arts Sculpture
- Drawing & decorative arts
- Painting & paintings
- Graphic art Printmaking & prints

- 770 - Photography & photographs
- 780 - Music
- 790 - Recreational & performing arts

800 - Literature

- 810 - American literature in English
- 820 - English & Old English literature
- 830 - Literatures of Germanic languages
- 840 - Literatures of Romance languages
- 850 - Italian, Romanian, Rhaeto- Romanic
- 860 - Spanish & Portuguese literatures
- 870 - Italian literatures Latin
- 880 - Hellenic literatures Classical Greek
- 890 - Literatures of other languages

900 - Geography & History

- 910 - Geography 7 travel
- 920 - Biography, genealogy, insignia
- 930 - History of ancient world
- 940 - General history of Europe
- 950 - General history of Asia Far East
- 960 - General history of Africa
- 970 - General history of North America
- 980 - General history of South America
- 990 - General history of other areas

- 000 - General Works
- 100 - Philosophy
- 200 - Religion
- 300 - Social Science
- 400 - Languages
- 500 - Pure Sciences
- 600 - Technology
- 700 - The Arts
- 800 - Literature
- 900 - Geography & History

Each of these classes is further Sub- divided into 10 classes as follows

000 - General Works

- 010 - Bibliography
- 020 - Library & information sciences
- 030 - General encyclopedic works
- 040 -
- 050 - General serials & their indexes
- 060 - General organizations & museology
- 070 - News media, journalism, publishing
- 080 - General collections
- 090 - Manuscripts & rare books

1.3.2. Classification Scheme

Books are arranged in accordance with the Dewey Decimal Classification scheme. According to this scheme books are generally divided into classes from 000 as 900 as follows.

100 - Philosophy

- 110 - Metaphysics
- 120 - Epistemology, causation, humankind

- 130 - Paranormal phenomena
- 140 - Specific philosophical schools
- 150 - Psychology
- 160 - Logic
- 170 - Ethics (Moral philosophy)
- 180 - Ancient, medieval, oriental philosophy
- 190 - Modern Western philosophy

200 - Religion

- 210 - Natural theology
- 220 - Bible
- 230 - Christian theology
- 240 - Christian moral & devotional theology
- 250 - Christian orders & local church
- 260 - Christian social theology
- 270 - Christian church history
- 280 - Christian denominations & sects
- 290 - Other & comparative religions

300 - Social Science

- 310 - General statistics
- 320 - Political science
- 330 - Economics
- 340 - Law
- 350 - Public administration
- 360 - Social services; association
- 370 - Education
- 380 - Commerce, communications, transport
- 390 - Customs, etiquette, folklore

400 - Languages

- 410 - Linguistics

- 420 - English & Old English
- 430 - Germanic languages German
- 440 - Romance languages French
- 450 - Italian, Romanian, Rhaeto - Romanic
- 460 - Spanish & Portuguese languages
- 470 - Italic languages Latin
- 480 - Hellenic languages Classical Greek
- 490 - Other languages

500 - Pure Sciences

- 510 - Mathematics
- 520 - Astronomy & allied sciences
- 530 - Physics
- 540 - Chemistry & allied sciences
- 550 - Earth sciences
- 560 - Paleontology Pale zoology
- 570 - Life sciences
- 580 - Botanical sciences
- 590 - Zoological sciences

600 - Technology

- 610 - Medical sciences Medicine
- 620 - Engineering & allied operations
- 630 - Agriculture
- 640 - Home economics & family living
- 650 - Management & auxiliary services
- 660 - Chemical engineering
- 670 - Manufacturing
- 680 - Manufacture for specific uses
- 690 - Buildings

Senior Assistant Librarian - Ms. RMSN Ratnayake
B.A(UOK),MLS,MPhil (UOC)

Non-academic - Ms. SI Marasinghe
- Ms. GAHK Abeysinghe
- Mr. MDMU Samarasekara
- Ms. A Saundala

Address - The Library,
Institute of Human Resource Advancement,
University of Colombo,
No. 275, Bauddhaloka Mw,
Colombo 07.

Tel: No - 011-2500938

1.7. Library Staff

Academic